



Candidates for County Mayor, Board of County Commissioners and Community Council Members

Mandatory Campaign Finance Report Electronic Filing Requirements

Pursuant to Ordinance 00-72, beginning with the 2002 election cycle, all Candidates for Mayor, Board of County Commissioners, and Community Council Members will be required to file Campaign Treasurer Reports electronically. This policy will give the public easier access to Campaign Finance information by facilitating the timely posting of such information on the Internet. Campaign Finance information will be available on our website at: <http://elections.miamidade.gov>.

The Miami-Dade Elections Department has developed two options for Candidates to file their reports electronically. Please see the approved options listed below:

- ◆ Option 1: Electronic filing thru our website on the program provided free of charge by the Elections Department.
- ◆ Option 2: Electronic filing software that meets the specifications established by the Division of Elections, which can be purchased by the Candidate from one of the vendors on the Division of Elections list at: <http://election.dos.state.fl.us/reports/softvendors.shtml>. Please note that when using this method, the Candidate assumes the responsibility for uploading the data to the Elections Department website.

These options enable the Candidate to prepare the Itemized Contributions, Itemized Expenditures and the Campaign Treasurer's Report Summary.

If you do not have a computer available for report preparation, please make arrangements with our office so we can have a computer available for you to input your data.

Campaign Treasurer's Reports shall be electronically filed directly or uploaded to the Elections Department website. However, an exact hard copy of the Campaign Treasurer's Report which contains both the Candidate's and Treasurer's signatures must be filed in addition to the electronic filing. These reports must match with the data that you filed electronically. **Reports are deemed received only upon submission of the hard copy.**

Please remember that our office is available to assist you. Once you have become familiar with the electronic filing software, you will find the input process to be easy and helpful to you in avoiding errors on your reports. As a Candidate, please make sure that your Treasurer is aware of the electronic filing requirement so that you can both start your campaign with a clear understanding of the procedures.

Campaign Treasurer Reports must be received by the Miami-Dade Elections Department, 2700 NW 87th Avenue, Doral, Florida 33172, **on or before 5:00 p.m. on the due date or postmarked by midnight of the due date.**

If you have any problems or concerns, please contact Maria Acosta at 305-499-8410 to make sure that you fully understand the filing requirements.

- ❖ Please read the entire Candidate Handbook carefully.
- ❖ File the **Electronic Filing Statement** and **Receipt** for Qualifying Handbook within the five (5) business days of opening your campaign account.

**Miami-Dade County Policy regarding Campaign Treasurer's Reports
For County Mayor, Board of County Commissioners and
Community Council Members**

Authority: Section 106.07 of the Florida Statutes; Sections 12-19 and 12-22 of the Miami-Dade County Code.

Pursuant to the Florida Statutes and additional requirements of Miami-Dade County Code, Candidates for the Offices of County Mayor, Board of County Commissioners and Community Council Members are subject to the following policies and procedures.

1. Policy on Electronic Filing

All Candidates for the Offices of Miami-Dade County Mayor, Board of County Commissioners, and Community Council Members shall file their Campaign Treasurer Reports electronically as required by Miami-Dade County Code Section 12-17 in addition to an original signed report as required by Section 106.07 Florida Statutes. Such reports must be received by the Miami-Dade Elections Department, 2700 NW 87th Avenue, Doral, Florida 33172, by 5:00 p.m. on the due date or be postmarked by midnight of the due date. Pursuant to Section 12-19 of Miami-Dade County Code, failure to file the required electronic file shall result in additional fines.

2. Electronic Posting of Reports

All reports shall be posted on the Elections Department Website at: <http://elections.miamidade.gov> within (3) three business days of receipt of the signed hard copy of the Campaign Treasurer's Report by the Supervisor of Elections, except for reports that are required to be filed within (4) four days of an election, which shall be posted no later than (2) two days before the date of the election or posted (2) two days after the date received by the Elections Department.

3. Policy on Failure to File

If a Candidate fails to file a Campaign Treasurer's Report by the due date, the Miami-Dade Elections Department will attempt to notify the Candidate by phone or by e-mail. A letter (Failure to File Notice) advising that the report has not been received and that, pursuant to Florida Statutes, a fine will be assessed for each day that the report is late, may be mailed certified to the mailing address on file on the 6th business day after the due date. A "Second and Final Notice" may be sent on the 21st day after the due date. Failure to comply may result in a report to the Miami-Dade Commission on Ethics and Public Trust and/or the Florida Elections Commission and could be determined to be a willful violation.

4. Policy on Late Reports

If a Candidate files a Campaign Treasurer's Report after the scheduled due date, a "Notice of Late Filing – Fine Due" letter will be mailed to the Candidate within (3) three business days, advising him/her of the amount of the fine due. Pursuant to Section 106.07 (8) (c) of the State Statutes, appeals may be filed with the Florida Elections Commission within 20 days after receipt of the notice of payment due. If no such appeal is filed within 20 days, a "Second and Final Notice" may be sent on the 21st day after the due date. Failure to comply will result in a report to the Miami-Dade Commission on Ethics and Public Trust and/or the Florida Elections Commission for failure to pay fine. Fines must be paid from the Candidate's personal funds.

5. Policy on Audits on Original and Amended Reports

The Elections Department audits the following information:

- ❖ Campaign Treasurer's Summary page for accuracy of totals and signatures.
- ❖ Dates within the reporting period.
- ❖ Itemized Contributions and Expenditures pages must agree to total amounts reported on the Campaign Treasurer's Report Summary page.
- ❖ Complete names and addresses of each contributor and expenditure.
- ❖ Specific occupation of contributor when required.
- ❖ Purpose of expenditure listed.
- ❖ Aggregate contributions that exceed the lawful amount of (\$500).

If a Candidate files a Campaign Treasurer's Report that is deemed to be incomplete, the report shall be accepted on a conditional basis. Within three (3) business days after completion of the final audit, an "Incomplete Notice" will be sent to the Campaign Treasurer by registered mail notifying as to why the report is incomplete. Per Florida Statutes, Section 106.07(2)(b)2 the Campaign Treasurer has three (3) days from receipt of such notice to file an addendum to the report. No other notices will be sent. Failure to provide the required information constitutes a violation of Chapter 106 of the Florida Statutes.

6. Policy on Filing Trigger Reports

Any Candidate for County Mayor or Board of County Commissioner, who has elected to participate in the Election Campaign Financing Trust Fund, must file a Trigger Report with the Supervisor of Elections within 24 hours of receiving contributions or making expenditures that exceed one hundred percent (100%) of the applicable expenditure ceiling limits. Additionally, a Campaign Treasurer's Report must also be filed with the Supervisor of Elections on the prescribed State of Florida, Division of Elections forms and discloses all contributions and expenditures ending within the last 24 hour period.

The expenditure ceiling limits are as follows:

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| a. Initial election for County Mayor: | \$650,000 (100%) |
| b. Initial election for County Commissioner: | \$200,000 (100%) |
| c. Run-off election for County Mayor: | \$450,000 (100%) |
| d. Run-off election for County Commissioner | \$150,000 (100%) |

The Trigger Report must be filed with the Miami-Dade Elections Department using the "Trigger Report Form" together with a Campaign Treasurer's Report covering the period from the date of the last report to the date that the ceiling was reached. Additionally, the Campaign Treasurer's Report must be filed electronically thru the website provided by the Elections Department.



Treasurer's Report Filing Requirement Electronic Filing Statement For Miami-Dade County Candidates

I, _____, Candidate for the Office of _____, have received, read, and understand the Miami-Dade County policy regarding Campaign Treasurer's Reports for Miami-Dade Mayor, County Commission and Community Council Members.

In order to comply with the requirement, I declare that I understand that Campaign Treasurer Reports be filed electronically, and in addition to the original signed report, I further declare that:

☐ I will use the website provided by the Supervisor of Elections.

☐ I will upload the data from my software to the Supervisor of Elections website.

Signature of Candidate

Date

Day time Phone #

E-mail address

Fax #

This form must be filed within (5) five business days of opening the Campaign Account.